

**JOB DESCRIPTION**

**Classroom Assistant**

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| **Job Title:** Classroom Assistant | **Present Grade:** 3 |
| **Department/College:** Lancaster Medical School |
| **Directly responsible to:** Programme Officer  |
| **Supervisory responsibility for:** n/a |
| **Other contacts**  **Internal:** Departmental staff; students; faculty office; central professional services.**External:**  Clinical and administrative staff from Trusts, GP Practices, Hospices and other stakeholders, visitors to the department and relevant suppliers  |
| **Major Duties:**The post holder will provide classroom and administrative support for the simulation, Clinical Skills and Clinical Anatomy teams.The core activities of the post holder include:* To support the maintenance and stock keeping of models and equipment for clinical skills, simulation, anatomy and audio-visual communication for Lancaster Medical School.
* To assist in the set-up, take-down and preparation of spaces used for teaching delivery and independent learning.
* To organise and maintain a student booking system for the use of relevant teaching and independent learning spaces.
* To assist the clinical skills staff in managing consumables including stock check and ordering.
* To dispose of waste materials in accordance with local rules.
* To develop an overview and working knowledge of the clinical skills and anatomy teaching timetables.
* To support the department in ensuring adherence to appropriate health and safety policies, procedures and guidance.
* To liaise with the UG Programme Coordinators and wider Professional Service team to support the administration of programmes relating to clinical skills and anatomy.
* To act as first point of contact for simulation, clinical skills and anatomy queries.
* To provide administrative support to the clinical skills and anatomy teams.

Further activities for the post-holder:* To provide additional support for Academic and Professional Services colleagues.
* To carry out any other duties appropriate to the grade as required by the Head of School or nominee.
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